

SFA - BASE

FISCAL YEAR 200
SCHOOL FOOD AUTHORITY/FOOD SERVICE MANAGEMENT COMPANY
BASE YEAR CONTRACT CHECKLIST

School Food Authority _____ FSMC _____
Agreement # _____

() A. Food Service Management Company Contract that includes:

- ☐ required contract language
- ☐ effective date of contract
- ☐ original signatures for each signing party
- ☐ dates of execution for each signing party
- ☐ management/administrative fee(s)
- ☐ school food authority's subsidy, return or no cost guarantee (if applicable)

ATTACHMENTS

- ☐ completed Debarment/Suspension Certificate
- ☐ completed Certificate of Independent Price Determination (signed by the school food authority and food service management company)
- ☐ completed Disclosure of Lobbying Activities
- ☐ completed Certification Regarding Lobbying

AND:

() B. Completed Food Service Management Company Contract Required Language Checklist Appendix B (Form #17).

AND:

() C. Actual copy of legal advertisement from newspaper requesting proposals or bids

OR:

() Copies of letters soliciting quotations sent to food service management companies (minimum of **three** letters required).

AND:

() Responses received:

- ☐ Minimum of three responses required, including those who declined to submit proposals. Responses **MUST BE** on FSMC corporate letterhead with original signatures.

AND:

() D. **Public School Food Authorities**

- ☐ Board Minutes – A true copy of dated official board minutes awarding the food service management company contract must include:
- ☐ ALL MANAGEMENT/ADMINISTRATIVE FEES EXACTLY AS STATED IN THE CONTRACT
- ☐ The school food authority's guaranteed subsidy, guaranteed return or no cost guarantee EXACTLY as stated in the contract (if applicable).
- ☐ **Certifying** statement
- ☐ **Original** signature of board secretary

Nonpublic School Food Authorities

- ☐ Award Letter - An original dated letter on school letterhead awarding the food service management company contract must include:
 - ☐ ALL MANAGEMENT/ADMINISTRATIVE FEES EXACTLY AS STATED IN THE CONTRACT.
 - ☐ The school food authority's guaranteed subsidy, guaranteed return or no cost guarantee EXACTLY as stated in the contract (if applicable).
 - ☐ **Original** signature of administrator

Submitted by: _____

Title: _____

Phone: _____

Fax # _____